

NAME OF AGENCY:_____ Agency Number:_____

Type of Course:_____ Day of Course:_____ Date:_____

	PRINT NAME	Sign Name	Time	Sign Name	Time	Sign Name	Time
		Beginning of Day		After Lunch		End of Day	
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Instructor
Print Name:_____ Signature:_____

*Instructor must note absence of students in the sign-in area for each student not attending today’s session